

HiCAMS User Guide

Chapter 4: Contract Maintenance

Section 8: Review Subcontracts

Contents

- About Subcontracts
- Entering and Approving Subcontracts
- Entering Second Tier Subcontracts
- Revising Subcontracts and Second Tier Subcontracts
- Revising Subcontracts due to Replacement
- Voiding Subcontracts
- Window Definitions - Review Subcontracts
- Window Definitions - Maintain Subcontracts
- Window Definitions - Maintain Second Tier Subcontracts

About Subcontracts

In accordance with Article 108-6 of the NCDOT Standard Specifications for Roads and Structures, the Contractor is permitted to sublet a portion of the work when approved in writing by the Engineer. This is referred to as a Subcontract. The Specifications also allow the Subcontractor to subcontract work with the approval of the Engineer. This is referred to as a Second Tier Subcontract.

A contractor can subcontract portions of work on the contract to other vendors who are approved subcontractors and/or pre-qualified contractors. Work is generally subcontracted because the subcontract firm has special skills, equipment and/or experience to complete the particular item of work.

In addition, the Contractor may find it necessary to sublet work to certain types of business firms in order to meet the requirements of the contract. Federal Highway Administration requirements establish Disadvantaged Business Enterprises (DBE) program goals for federally-funded projects. The North Carolina General Statutes establish Disadvantaged Minority-owned and Women-owned Businesses program goals for state-funded projects. The goals are set for Minority Business (MBE) and Women Business (WBE) Enterprises separately and each must be met. Exceeding the MBE goal amount does not eliminate the necessity of meeting the WBE goal, and vice versa. The Resident Engineer should ensure that the goals established in the contract are met by the Contractor. The RE should also ensure that the committed firms listed in the back of the Contract are utilized for the line items to which they are committed.

The prime contractor on a contract is required to complete a specified percentage of the work designated in the contract excluding specialty items. In the 2006 Standard Specifications, this percentage is set to 40%. As subcontracts are entered, subcontract totals for the contract are calculated by HiCAMS to ensure that the contractor's requirements are met.

The Subcontractor forms that are to be submitted can be found on the NCDOT Electronic Forms download page (<https://apps.dot.state.nc.us/quickfind/forms/>) or go to www.ncdot.gov and under Business Resources, click on the link: Electronic Forms. Use the word Subcontract as the search term, and all the required forms will be displayed for download.

For additional information on Subcontract handling, please consult the current version of the NCDOT Construction Manual or contact the Construction Unit.

Entering and Approving Subcontracts

After reviewing the Contractor's request for subcontract, the Resident Engineer should complete the paper forms as applicable, determine that the submittal is in order, and sign the form for approval. Then the subcontract information should be entered in HiCAMS.

To work with the Review Subcontracts window, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

Step 1: Enter the Contract Number to which you wish to add a Subcontract.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: Click on the New button or select the New icon from the toolbar. The Contractor Selection window opens.

Step 3: Enter the first few letters of the Subcontractor's name and click the Retrieve button. You can also enter the Subcontractor's vendor number.

Below is an example of the Contractor Selection window after Searching for a Trucking firm. Notice that the search was done for *truck*. This search brings back all firms whose name contains truck. Also, Word Wrap was turned on by Right-Clicking in the selection grid. This allows the full firm name to be visible.

Contractor Selection

Filter

Firm Name:

Highway Contractor Type:

Other Type:

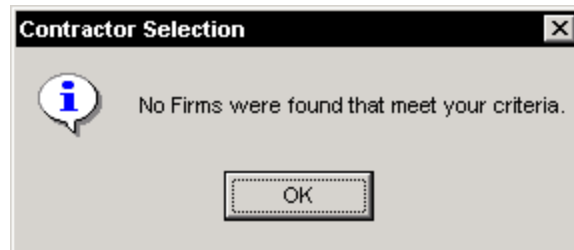
Pre-Qualification Number:

Vendor ID:

Division Maintenance Contractor:

Firm	Highway Contractor Type	Other Type	Address	City	State	Zip	Vendor ID	Certification
ABACHI TRANSPORT, INC. DBA S&B TRUCKING CO.	Subcontractor	Road & Street Cons	4719 MILLPOINT RD.	GREENSBORO	NC	27406	4877	DBE, WB
ABSOLUTE TRUCKING, INC.	Subcontractor	None	P.O. Box 88	WILSONS MILL	NC	27593	7707	
ADONIS JOHNSON TRUCKING	Subcontractor	Road & Street Cons	2044 EMPIRE ROAD SW	SUPPLY	NC	28462	2592	DBE, MB
ALL POINTS TRUCKING INC	Subcontractor	None	P.O. Box 240801	CHARLOTTE	NC	28224	6938	
ANDREW BROWN'S TRUCKING INC	Subcontractor	Road & Street Cons	312 HWY 258 N	COMO	NC	27818	2087	DBE, MB
ANGELA L CHAVIS DBA MAC TRUCKING	Subcontractor	Road & Street Cons	1713 WEST B STREET	BUTNER	NC	27509	7786	DBE, MB, W
ANGELA L CHAVIS DBA MAC TRUCKING	Subcontractor	Road & Street Cons	P.O. Box 331	BUTNER	NC	27509	7786	DBE, MB, W
AYERS TRUCKING, INC.	Subcontractor	Road & Street Cons	405 S 7TH ST	PINETOPS	NC	27864	5746	DBE, WB
...


Possible Error: If your spelling of the Subcontractor's name does not exactly match how it is entered in SAP or if the firm being searched for does not have a Highway Contractor Type of Prequalified Bidder or Subcontractor, you may receive the message "No firms were found that meet your criteria."



If this happens, try a wild card search. Pick three or four letters from the main name and enter them with an asterisk (*) on each side. For example, if you are searching for Parrish Co., the wildcard search entry in the Firm Name field would be *PAR*. This is especially helpful when looking for trucking firms - use a wild card search of *truck* to bring back all the firms that have Truck in their name.

If you still receive the error message, search for the Subcontractor in the DOH Vendor system. If the Firm is in Vendor, but does not have a Highway Contractor Type of Prequalified Bidder or Subcontractor, check with the Contractual Services Unit for the firm's status.

Step 4: Select the Subcontractor from the retrieved list of firms and click OK. The Subcontractor's name now appears in the Subcontractor field of the Maintain Subcontracts Window.

Note: If the incorrect firm was selected, click on the Vendor icon  to open the Contractor Selection window and pick a different contractor.

Step 5: Select the Certification Type from the dropdown list. Remember that all DBE/MB/WB firms must be identified as such, whether or not they are on the DBE Commitment List in the back of the contract.

Step 6: If the subcontract work is located in the railroad right of way, select the Railroad Ins check box. This indicates that railroad insurance is required.

Step 7: Save the Subcontract. This populates the Subcontract number.

Step 8: Select the Line items that are being subcontracted in the Contract Line Items portion of the grid. Drag and drop them to the Subcontracted Items tab. The Certification percent defaults to 100%, the Partial Indicator defaults to unchecked, the quantity defaults to the Bid Quantity, and both the Unit Price and the Goals Unit Price default to the Contract Bid Price. This information can be changed as necessary to match the RS-1A and RS-1-D turned in by the Contractor.

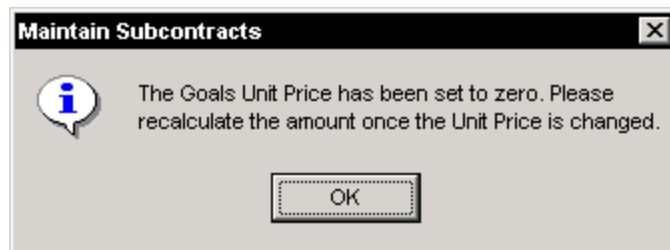
Note: To select several consecutive line items at once, press and hold down your Shift key and click the first line item, click the last line item, then release the Shift key. To select several non-consecutive line items at once, press and hold down your Ctrl key, click on each line item, then release the Ctrl key.

Step 9: Now complete any changes to the defaulted information that may be necessary.

Cert %: Leave at 100% unless the subcontract is for materials or supplies. Then change it to 60% per contract special provisions.

Partial: This box is checked when the subcontractor is doing part of all the line item quantity. Checking this box allows the Unit Price to be reduced and sets the Goals Unit Price to 0.0000.

When the Partial box is checked, the following message is displayed to remind you that the Goals Unit Price will need to be entered.



Quantity: The quantity remains the Bid Quantity unless the subcontractor is doing only a Portion of the work. The Portion of the work will be less than the Bid Quantity and must be described on the RS-1-A. The Portion of work being performed should be entered in the Comment field for the line item.

Unit Price: When the subcontract is for all the work and materials required to perform the line item task, the Unit Price will be equal to the contract unit price. This reflects the value of the work to the contract, and is used for calculation of the percent of work done by the Prime Contractor. A portion of the work is also done at the Contract Unit Price.

When the subcontract is for part of the line item task, for instance, hauling the asphalt but not placing and finishing it, the Partial indicator is checked. This allows the Unit Price to be lowered to reflect the value of the work to the contract.

Goals Unit Price: If the firm is a certified subcontractor, enter the unit price from the RS-1-D for the Goals Unit Price. The Goals Unit Price is entered for all certified firms, whether or not the firm is listed on the DBE Commitment Items sheets in the contract.

The Goals Unit Price can be less than, equal to, or greater than the Unit Price entered. It is the amount being paid to the Subcontractor to perform the work.

Step 10: Any additional information about the subcontract, such as where the portion of work is being done, or what part of the work is being done, can be entered in the comments field by clicking on the Notepad icon.

Step 11: Save the Subcontract.

Possible Error: If the quantity of work multiplied by the unit price being subcontracted on all subcontracts exceeds the bid quantity multiplied by the bid unit price, the following error message will be displayed:

The screenshot shows the 'Maintain Subcontracts' window in the HiCAMS application. The window title is 'HiCAMS - [hicamsval]'. The menu bar includes File, Edit, Functions, Inquiries, References, Admin, Tools, Window, and Help. The toolbar contains various icons for file operations and data management.

The main form displays the following information:

- Contract:** C201791
- Prime Contractor:** ARCHER WESTERN CONTRACTORS, LTD
- Description:** I-85 Rehab
- Subcontract:** 15
- Revision:**
- Subcontractor:** MAD DAWG, INCORPORATED
- Railroad Ins:** ☐
- Status:** Pending Approval
- Amount:** \$1,300,000.00
- Certification:** (None)
- Goals Amount:** \$0.00

Below this information is a table titled 'Contract Line Items (drag and drop items to be subcontracted):'.

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$1,300,000.0000	\$1,300,000.00
2		CONSTRUCTION SURVEYING	LS	1.000	\$400,000.0000	\$400,000.00
3		CLEARING & GRUBBING	LS	1.000	\$950,000.0000	\$950,000.00
4		SUPP CLEARING & GRUBBING	ACR	1.000	\$10,500.0000	\$10,500.00
5		UNCLASSIFIED EXCAVATION	CY	13,100.000	\$14.3000	\$187,330.00

Below the table are tabs for 'Subcontracted Items', 'Detail', 'Second Tier', and 'History'. The 'Subcontracted Items' tab is active, showing a table with columns: Line Item, Cont Adj, Line Item, UOM, Cert. %, Partial, Quantity, Unit Price, and Goals Unit Price.

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
1		MOBILIZATION	LS	100%	<input type="checkbox"/>	1.000	1,300,000.0000	.0000

An error message dialog box is displayed over the 'Subcontracted Items' table. The dialog box has a red 'X' icon and the following text:

Maintain Subcontracts

The amount sublet for line item(s):
1
combined with the amount sublet for these line items on other Subcontracts exceeds the line item amount on the Contract. The record can not be saved until the amount is reduced.

OK

At the bottom of the main window is a 'Comment:' field with a text area and a Notepad icon.

In this case, the message means that the amount on Line Item 1 for this subcontract (1 x \$1,300,000.0000) plus the amount subcontracted on this line item for other subcontracts exceeds the bid quantity of 1 times the bid unit price of \$1,300,000.0000.

Either the Quantity or the Unit price on this Subcontract will need to be reduced in order to save it. To reduce the Unit Price, the Partial box should be checked.

A summary of Approved Subcontracts by line item is available on the View Line Item Details Subcontract tab.

Another **Possible Error** may occur if the quantity subcontracted on all Subcontracts exceeds the bid quantity. This most frequently occurs when Lump Sum items such as Mobilization are subcontracted to multiple firms.

This is how the error message appears:

The screenshot shows the HiCAMS software interface. The main window is titled "Maintain Subcontracts (C201791, 15)". It displays contract details for Contract C201791, Prime Contractor ARCHER WESTERN CONTRACTORS, LTD, and Description I-85 Rehab. The Subcontract is 15, Revision is, Subcontractor is MAD DAWG, INCORPORATED, and the Amount is \$16,875.00. The Status is Pending Approval. Below this, there is a table of Contract Line Items. The first item is MOBILIZATION with a quantity of 1.000 and a unit price of \$1,300,000.0000. A warning message box is displayed over the table, stating: "Warning. The quantity sublet for line item(s): 1 exceeds the bid quantity. The quantity entered may be correct if one or more of the Subcontracts is for a 'partial' item of work. Verify the quantity entered and continue if the quantity is correct." The message box has an "OK" button. At the bottom of the window, there is a "Comment:" field and a "No Notifications." status bar.

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$1,300,000.0000	\$1,300,000.00
2		CONSTRUCTION SURVEYING	LS	1.000	\$400,000.0000	\$400,000.00
3		CLEARING & GRUBBING	LS	1.000	\$950,000.0000	\$950,000.00
4		SUPP CLEARING & GRUBBING	ACR	1.000	\$10,500.0000	\$10,500.00
5		UNCLASSIFIED EXCAVATION	CY	13,100.000	\$14.3000	\$187,330.00

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
1		MOBILIZATION	LS	100%	<input checked="" type="checkbox"/>	1.000	16,875.0000	.0000

Warning. The quantity sublet for line item(s):
1
exceeds the bid quantity. The quantity entered may be correct if one
or more of the Subcontracts is for a 'partial' item of work. Verify
the quantity entered and continue if the quantity is correct.

OK

Comment:

No Notifications.

Notice that this message is only a warning. Clicking OK lets the Save continue.

Below is an example of the Maintain Subcontracts window after the subcontractor has been entered. The Partial box is checked to indicate the Subcontractor is doing some of all of the line item work. There is a comment entered to indicate what the partial work being done is.

HiCAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Maintain Subcontracts (C201931, 1)

Contract: C201931 Prime Contractor: ATWELL CONSTRUCTION CO INC

Description: Hawtree Creek

Subcontract: 1 Revision: Subcontractor: ANGELA L CHAVIS DBA MAC TRUCKING Railroad Ins: ☐

Status: Pending Approval Amount: \$4,987.00 Certification: DBE Goals Amount: \$4,987.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
13		INCIDENTAL STONE BASE	TON	100.000	\$25.0000	\$2,500.00
14		ASP CONC BASE CRS B25.0B	TON	418.000	\$80.0000	\$33,440.00
15		ASP CONC SURF CRS SF9.5A	TON	280.000	\$75.0000	\$21,000.00
16		ASP FOR PLANT MIX PG64-22	TON	37.000	\$850.0000	\$31,450.00
17		RIGHT OF WAY MARKERS	EA	20.000	\$170.0000	\$3,400.00

Subcontracted Items Detail Second Tier History

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
13		INCIDENTAL STONE BASE	TON	100%	<input checked="" type="checkbox"/>	100.000	4.5000	4.5000
14		ASP CONC BASE CRS B25.0B	TON	100%	<input checked="" type="checkbox"/>	418.000	6.5000	6.5000
15		ASP CONC SURF CRS SF9.5A	TON	100%	<input checked="" type="checkbox"/>	280.000	6.5000	6.5000

Comment: Hauling only

Text describing the action being taken.

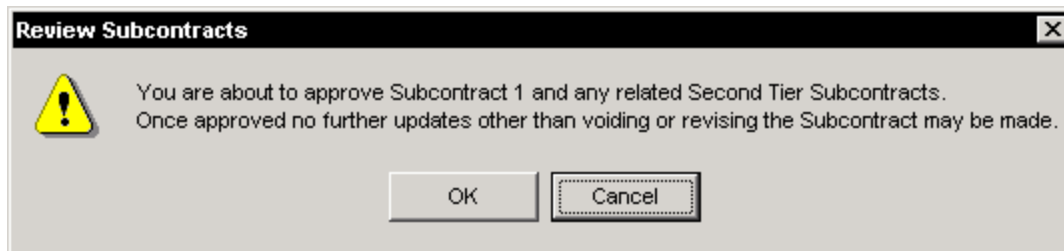
Step 12: Review the Subcontract data for accuracy and completeness. While the Subcontract is Pending Approval, all the information entered can be changed if an error is discovered.

Step 13: Close the Maintain Subcontracts window.

Step 14: Review the Percent by Prime calculation by clicking on the Totals button at the bottom of the page. The totals are calculated based on Approved Subcontracts only, and include amounts from the highlighted Subcontract, and any Approved Subcontracts numbered sequentially before it. The last subcontract on the list has the final totals for all Approved Subcontracts.

Note: The totals information is based on the approved subcontract that is selected, i.e., the current subcontract and all valid previous subcontract totals. For example, if the contract has ten subcontracts and you are viewing subcontract number four, you see the totals information for subcontracts one through four. In addition, if subcontract three is updated, this affects the totals information for subcontracts three through ten, and subcontract ten has the final totals until another subcontract is added to the system.

Step 15: Approve the Subcontract by clicking the Approve button at the bottom of the Review Subcontracts window. The following message appears:



Click the OK button. The Subcontract status updates to Approved. Any associated Second Tier Subcontracts are also approved.

To enter additional subcontracts, click the New button and continue from Step 3 above.

Entering Second Tier Subcontracts

After reviewing the Subcontractor's request for subcontract, the Resident Engineer should complete the paper forms as applicable, determine that the submittal is in order, and sign the form for approval. Then the second tier subcontract information should be entered in HiCAMS.

To enter the second tier subcontract information, open the Subcontracts window by clicking on **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

Step 1: Enter the Contract Number to which you are adding a Second Tier Subcontract.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: If the Subcontract that will have a second tier subcontract has not already been entered in HiCAMS, follow the steps in Entering and Approving Subcontracts above. If the Subcontract has already been entered, highlight it in the Review Subcontractors window and click on the Details button to open the Maintain Subcontracts window. You can also double-click on the Subcontract.

Step 3: Click on the Second Tier tab in the lower portion of the window, then click on the New button to create a second tier subcontract. The Contractor Selection window opens.

Step 4: Enter the first few letters of the Subcontractor's name and click the Retrieve button. If the firm you need to enter is not on the list, you may need to use a wild card search (*truck*). You can also enter the Subcontractor's vendor number. Select the Second Tier firm from the list and click ok.

- Step 5:** Select the Certification Type from the dropdown list. Remember that all DBE/MB/WB firms must be identified as such, whether or not they are on the DBE Commitment List in the back of the contract.
- Step 6:** If the subcontract work is located in the railroad right of way, select the Railroad Ins check box. This indicates that railroad insurance is required.
- Step 7:** Save the Second Tier Subcontract. This populates the Second Tier Subcontract number.
- Step 8:** Select the Line items that are being subcontracted to the Second Tier Subcontractor from the Contract Line Items portion of the grid. Drag and drop them to the Subcontracted Items tab. The Contract Line Items window contains only those Line Items that were assigned to the Subcontractor. The Partial Indicator defaults to unchecked, the quantity defaults to the Subcontracted Quantity, and the Unit Price and the Goals Unit Price default to the Subcontracted Prices. This information can be changed as necessary to match the RS-1B and RS-1D turned in by the Contractor.
- Step 9:** Now complete any changes to the defaulted information that may be necessary.
- Step 10:** Save the Second Tier Subcontract.

Below is an example of the Second Tier Subcontractor window after the Second Tier Subcontract information has been entered. The Include in Goals box is checked because the Second Tier Subcontractor is designated as a DBE.

HiCAMS - [hcamsvai]

File Edit Functions Inquiries References Admin Tools Window Help

Maintain Second Tier Subcontracts (C201931, 2, 1)

Contract: C201931 Description: Hawtree Creek

Subcontract: 2 Revision: Subcontractor: PARRISH CO., INC.

Second Tier Subcontract: 1 Revision: SHERRY'S SEEDING & GRASS CUTTING, INC. Railroad Ins: ☐

Status: Pending Approval Amount: \$730.00 Certification: DBE Goals Amount: \$870.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Original Price	Quantity	Unit Price	Amount
60		SEED FOR REPAIR SEEDING	LB	\$12.0000	50.000	\$12.0000	\$600.00
61		FERT FOR REPAIR SEEDING	TON	\$2,800.0000	.250	\$2,800.0000	\$700.00
62		SEED FOR SUPP SEEDING	LB	\$4.0000	100.000	\$4.0000	\$400.00
63		FERTILIZER TOPDRESSING	TON	\$1,880.0000	2.500	\$1,880.0000	\$4,700.00
64		SPECIALIZED HAND MOWING	HR	\$74.0000	5.000	\$74.0000	\$370.00

Second Tier Items Detail History

Line Item	Cont Adj	Description	UOM	Include In Goals	Partial	Quantity	Unit Price	Goals Unit Price
59		MOWING	ACR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.000	180.0000	250.0000
64		SPECIALIZED HAND MOWING	HR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.000	74.0000	74.0000

Comment:

Ready

- Step 11:** Review the Second Tier Subcontract data for accuracy and completeness. While the Second Tier Subcontract is Pending Approval, all the information entered can be changed if an error is discovered.
- Step 12:** Close the Maintain Second Tier Subcontracts window.
- Step 13:** Additional Second Tier Subcontracts for this Subcontractor can be entered by click the New button. If all Second Tier Subcontractors have been entered, the Second Tier Subcontractor can be Approved by clicking the Approve button or the Maintain Subcontracts window can also be closed, and the Subcontract and associated Second Tier Subcontracts can be approved in one step.

Revising Subcontracts and Second Tier Subcontracts

Subcontracts may need to be changed for many reasons. An data entry error may be discovered, or the subcontractor is being replaced by another one.

1. Subcontracts that are Voided can not be changed.
2. Subcontracts that are Pending Approval can be changed without any extra steps.
3. Subcontracts that are Approved must be copied, then changed.


The same rules apply to Second Tier Subcontracts.

To change an Approved Subcontract, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

- Step 1:** Enter the Contract Number whose Subcontract you wish to revise.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

- Step 2:** Highlight the Subcontract that needs to be changed and click on the Details button. The Maintain Subcontracts window opens.

- Step 3:** In the toolbar, click on the Save As icon  to make a copy of the existing Subcontract. The Subcontract retains the original number, and adds an alphabetical designation to denote that it is a revision. The Status is set to Pending and all the fields that could be updated during the original data entry are available for changes now.

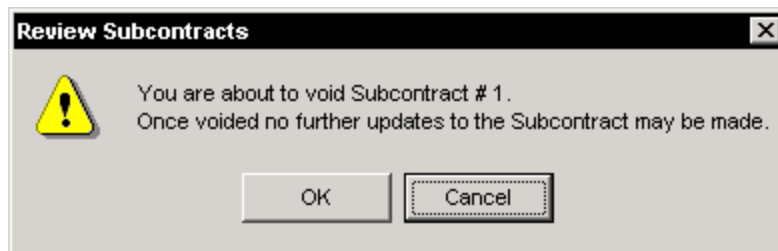
- Step 4:** Add the reason for the revision in the comments box. Comments can be accessed by clicking on the notepad icon.

- Step 5:** When you are satisfied with the changes made, close the Maintain Subcontracts window.

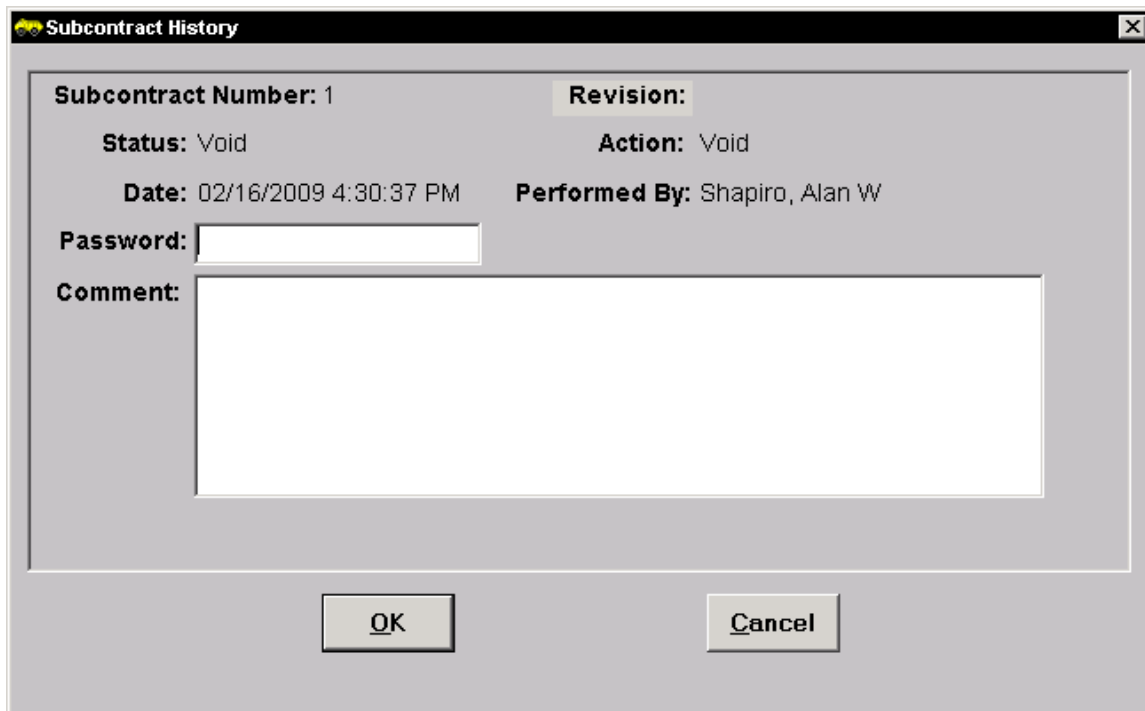
Step 6: Highlight the revised subcontract that now appears in the Review Subcontracts listing. Click the Approve button. The following message appears:



Step 7: Click OK. The following message appears:



Step 8: Click OK. The following message appears:



Enter your HiCAMS password in the Password field. Enter a brief explanation of why the subcontractor was revised, for instance, corrected goals unit price, and then click OK. This comment will appear on the history record of the Voided Subcontract.

Step 9: Now the usual Approval message appears. Click OK, and the revised subcontract is Approved.

To revise a Second Tier Subcontract, open the record for its associated Subcontract, click on the Second Tier tab, then on the Details button to open the Maintain Second Tier Subcontracts window. Click the Save As button and make the required changes. Follow the same process for Approving (and Voiding) the original as was done for revising a Subcontract.

Revising Subcontracts due to Replacement

If a Subcontractor is replaced before performing any of the work allocated on its subcontract, simply VOID the original Subcontract and enter the replacement. Voiding the original subcontract releases those quantities of work back to the contract so that they can be assigned to another subcontractor.

If a Subcontractor is replaced after doing some of the work on the original subcontract, the original Subcontract needs to be revised to show the work completed. Then, a new Subcontract can be entered.

Follow the procedure detailed in the Revising Subcontracts section above to create a revised subcontract. Based on Pay Records or Ticket Book entries, adjust the quantities on the subcontract to reflect the amount of work done by the original Subcontractor. Save the revised Subcontract, then follow the Approval (and Void) steps above.

If the original subcontractor completed the total quantity on the line item, but additional amounts of the work need to be assigned to the replacement subcontractor, adjust the quantity on the original subcontract to the Bid Quantity - 1. Use the one remaining unit of work to establish the line item on the new Subcontract. Be sure to enter a comment about why this was done on both the original, and the replacement Subcontract.

Voiding Subcontracts

If a Subcontract has the wrong firm name on it, and has been Approved, the original Subcontract must be Voided and a new one reentered. It is not possible to change the firm name associated with an approved subcontract on its revision.

To void a Subcontract, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

- Step 1:** Enter the Contract Number whose Subcontract you wish to void.
- Step 2:** Highlight the Subcontract that needs to be Voided and click on the Void button at the bottom of the Review Subcontracts window.
- Step 3:** Follow the prompts and enter your password and a comment. The Subcontract is now voided.

Window Definitions - Review Subcontracts

To work with the Review Subcontracts window, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens. Enter the Contract Number to which you wish to add a Subcontract.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Below is an example of the Review Subcontracts window for contract C201932.

Contract: C201932 Contractor: MAYMEAD, INC. Status: Active
Description (nickname): Highway 70 "B"

Subcontract	Rev	Subcontractor	Certification	RR	Amount	Goals Amount	Status	Second Tier Pending
1		CULP BROTHERS, INC.	(None)	<input checked="" type="checkbox"/>	\$3,114,031.86	\$0.00	Pending Approval	<input type="checkbox"/>
2		CLARK PAVEMENT MARKING, INC.	(None)	<input type="checkbox"/>	\$164,977.89	\$0.00	Approved	<input type="checkbox"/>
3		SLURRY PAVERS, INC.	(None)	<input type="checkbox"/>	\$428,647.10	\$0.00	Approved	<input type="checkbox"/>
4		MRB, INC.	(None)	<input type="checkbox"/>	\$168,529.50	\$0.00	Approved	<input type="checkbox"/>
4	A	MRB, INC.	DBE	<input type="checkbox"/>	\$168,529.50	\$168,529.50	Pending Approval	<input type="checkbox"/>
5		MID-ATLANTIC SURVEYING & ENGINE	(None)	<input type="checkbox"/>	\$115,100.00	\$0.00	Approved	<input type="checkbox"/>
6		DANE CONSTRUCTION, INC.	(None)	<input type="checkbox"/>	\$2,543,749.49	\$0.00	Pending Approval	<input checked="" type="checkbox"/>
7		FOOTHILLS CONSTRUCTION SERV INC DBE		<input type="checkbox"/>	\$586,452.50	\$586,452.50	Approved	<input type="checkbox"/>
8		TRAFFIC CONTROL SAFETY SERVIC DBE		<input type="checkbox"/>	\$165,763.45	\$165,763.45	Approved	<input type="checkbox"/>
9		ATLANTIC CONTRACTING COMPANY DBE		<input type="checkbox"/>	\$596,541.25	\$596,541.25	Approved	<input type="checkbox"/>

New Details Approve Void Totals

Uniquely identifies the subcontract for the given contract.

Column Definitions for the Review Subcontracts Window

Subcontract: The sequential number assigned by HiCAMS as Subcontracts are entered into the system.

Rev: Rev stands for Revision. This is the sequential alphabetical character assigned by HiCAMS as Subcontract changes are entered into the system.

Subcontractor: The name of the Subcontractor or Prequalified Bidder to which the Prime Contractor has assigned some of the Contract work items.

Certification: The abbreviation for the type of Certification being declared by the Subcontractor. Firms are certified through North Carolina's Unified Certification Program as a Disadvantaged Business Enterprise (DBE), Minority Business

Enterprise (MBE), and/or Woman Business Enterprise (WBE). The designation available depends on the funding source for the contract (Federally Funded contracts use DBEs, and State Funded contracts use MBEs or WBEs).

Railroad: A check in this check box indicates that additional insurance is required for working on or near the Railroad right of way.

Amount: This is the dollar amount of work subcontracted to this subcontractor. It is the value of the work to the contract. The amount is the quantity multiplied by the Unit Price multiplied by the Certification percent.

Goals Amount: This is the dollar amount of work at the subcontract prices. It is the value of the work to the subcontractor. The amount is the quantity multiplied by the Goals Unit Price multiplied by the Certification percent.

Status: Describes how far along in the approval process the Subcontract is. The possible statuses are as follows:

Pending Approval: Indicates that the Subcontract has been entered. It has not been finalized and Approved. Subcontracts in this status can still be changed.

Approved: This is the final status for a Subcontract. Subcontracts in this status can not be changed directly. If changes are needed, a Save As must be done.

Void: Indicates that the Subcontract is no longer needed or was entered incorrectly and approved. Subcontracts in this status can no longer be changed.

Second Tier Pending: A check in this box indicates that a Second Tier Subcontract has been entered but not Approved. Second Tier Subcontracts can be entered for Subcontracts that are Pending Approval or Approved. If the Subcontract is already Approved, the Second Tier Subcontract must be approved on the Second Tier Tab in the Maintain Subcontracts window.

Button Definitions for the Review Subcontracts Window

There are five buttons at the bottom of the Review Subcontracts window. Depending on the status of the Subcontract, some or all of them will be active,

New: Clicking this button opens the Maintain Subcontracts window and initiates the entry of a new Subcontract.

Details: Clicking this button opens the Maintain Subcontracts window and displays information about the Subcontract selected on the Review Subcontracts window.

Approve: Clicking this button initiates the Approval process for the selected Subcontract. If the Subcontract being Approved has Second Tier Subcontracts Pending, they will also be Approved. If the Subcontract being Approved is a Revision, and the original Subcontract has not already been Voided, the Approval process will include Voiding the original.

Void: Clicking this button initiates the Voiding process for the selected Subcontract.

Totals: Clicking this button displays the Totals report for all Approved Subcontracts up to and including the one selected.

Window Definitions - Maintain Subcontracts

To work with the Maintain Subcontracts window, start by opening the Review Subcontracts window. Go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens. Enter the Contract Number whose Subcontracts you wish to Review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Once the list of Subcontracts appears, select the one whose details you wish to see, and either click on the Details button at the bottom of the window, or double click on the selected Subcontract row.

Below is an example of the Maintain Subcontracts window for Subcontract 6 for contract C201932.

HiCAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Maintain Subcontracts (C201932, 6)

Contract: C201932 Prime Contractor: MAYMEAD, INC.
 Description: Highway 70 "B"
 Subcontract: 6 Revision: Subcontractor: DANE CONSTRUCTION, INC. Railroad Ins: ☐
 Status: Pending Approval Amount: \$2,543,749.49 Certification: [None] Goals Amount: \$0.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$830,000.0000	\$830,000.00
2		SLOPE STABILIZATION	SF	4,000.000	\$12.0000	\$48,000.00
3		CLEARING & GRUBBING	LS	1.000	\$90,000.0000	\$90,000.00
4		SUPP CLEARING & GRUBBING	ACR	2.000	\$8,000.0000	\$16,000.00
5		SEALING ABANDONED WELLS	EA	1.000	\$800.0000	\$800.00

Subcontracted Items Detail Second Tier History

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
1		MOBILIZATION	LS	100%	<input checked="" type="checkbox"/>	1.000	125,700.0000	.0000
7		REINF BRG APPR ***** [(137+86.34)]	LS	100%	<input type="checkbox"/>	1.000	39,000.0000	.0000
8		REINF BRG APPR ***** [(138+03.66)]	LS	100%	<input type="checkbox"/>	1.000	39,000.0000	.0000
19		TEMPORARY SHORING	SF	100%	<input type="checkbox"/>	1,320.000	58.0000	.0000
239		CM&R TEMP ACCESS ***** [(137+95.00 - LS	LS	100%	<input type="checkbox"/>	1.000	20,000.0000	.0000
240		REMY EXIST STR ***** [(137+95.00 -L-LT)]	LS	100%	<input type="checkbox"/>	1.000	60,000.0000	.0000
241		3'-6" DRILLD PIER IN SOIL	LF	100%	<input type="checkbox"/>	431.500	665.0000	.0000
242		3'-6" DRILLD PIER NO SOIL	LF	100%	<input type="checkbox"/>	74.000	865.0000	.0000
243		PERM STL CASING FOR 3'-6" PIER	LF	100%	<input type="checkbox"/>	238.100	275.0000	.0000
244		SID INSPECTION	EA	100%	<input type="checkbox"/>	6.000	200.0000	.0000
245		SPT TESTING	EA	100%	<input type="checkbox"/>	6.000	250.0000	.0000

Comment:

Ready

The information in the header is defaulted except for the Subcontractor, the Certification Type and the Railroad Insurance Indicator. These fields may be changed depending on the status of the Subcontract.

Contract Line Items Grid

Line Item: The Line Number for the Pay Item in the Contract's Itemized Proposal.

Contract Adj: If the Line Item was added by a Contract Adjustment, the type of adjustment with its number will appear in this column. Line items are added by Supplemental Agreement (SA), Force Account (FA), Leftover Materials (LOM), Eliminated Contract Items (ECI), Claims (C), and Other Line Items (OTH).

Description: The Pay Item description.

UOM: This is the Unit of Measure associated with the Line Item.

Quantity: The Contract Quantity for the Line Item.

Unit Price: The dollar amount paid for each unit of work.

Amount: The Quantity multiplied by the Unit Price. This is the value of the work to the Contract.

Information about the Maintain Subcontracts Tabs

Subcontracted Items Tab

Line Item: The Line Number for the Pay Item in the Contract's Itemized Proposal.

Contract Adj: If the Line Item was added by a Contract Adjustment, the type of adjustment with its number will appear in this column.

Line Item: The Pay Item description.

UOM: This is the Unit of Measure associated with the Line Item.

Cert %: Current values are 100% for work and 60% if the subcontract is for Materials only. This denotes how much of the work is counted towards the Contractor's commitment.

Partial: This box is checked when the subcontractor is doing part of all the line item quantity.

Quantity: The quantity of work from the RS-1A form.

Unit Price: Depending on how the Partial indicator is set, this amount is either the contract bid price or a reduced price for the line item work being done.

Goals Unit Price: The unit price from the RS-1-D. The Goals Unit Price can be less than, equal to, or greater than the Unit Price entered. It is the amount being paid to the Subcontractor to perform the work.

Detail Tab

Below is an example of the Detail Tab for Line Item 1 on Subcontract 6 for contract C201932. The fields displayed are all the same as what is displayed in the Subcontracted Items grid. If they can be updated in the Subcontracted Items grid, they can be updated on the Detail Tab.

Subcontracted Items | Detail | Second Tier | History

Line Item: 1 Description: MOBILIZATION UOM: LS

Adjustment: Quantity: 1.000 Unit Price: 125,700.0000 Amount: \$125,700.00

Partial: ☒ Certification: 100% Goals Price: .0000 Goals Amount: \$0.00

Comments:

Ready

Second Tier Tab

Below is an example of the Second Tier Tab for Subcontract 6 for contract C201932. The data on the tab is similar to what is displayed in the Review Subcontracts window.

Second Tier	Revision	Subcontractor	Certification	Amount	Status
1		ACE STEEL, INC.	DBE	\$51,572.52	Pending Approval
2		BOSS CONSTRUCTION CO., INC.	DBE	\$33,631.33	Pending Approval
3		EXTREME CONCRETE CUTTING & GROOVING	(None)	\$4,952.82	Pending Approval
4		MCKINNEY DRILLING CO.	(None)	\$352,291.88	Pending Approval

Ready

New Details Approve Void

Second Tier: The sequential number assigned by HiCAMS as Second Tier Subcontracts are entered into the system.

Revision: This is the sequential alphabetical character assigned by HiCAMS as Subcontract changes are entered into the system.

Subcontractor: The name of the Subcontractor or Prequalified Bidder to which the Prime Contractor has assigned some of the Contract work items.

Certification: The abbreviation for the type of Certification being declared by the Subcontractor. Firms are certified through North Carolina's Unified Certification Program as a Disadvantaged Business Enterprise (DBE), Minority Business

Enterprise (MBE), and/or Woman Business Enterprise (WBE). The designation available depends on the funding source for the contract (Federally Funded contracts use DBEs, and State Funded contracts use MBEs or WBEs).

Amount: This is the dollar amount of work subcontracted to this subcontractor. It is the value of the work to the contract. The amount is the quantity multiplied by the Unit Price multiplied by the Certification percent.

Status: Describes how far along in the approval process the Second Tier Subcontract is. The possible statuses are as follows:

Pending Approval: Indicates that the Second Tier Subcontract has been entered. It has not been finalized and Approved. Second Tier Subcontracts in this status can still be changed.

Approved: This is the final status for a Second Tier Subcontract. Second Tier Subcontracts in this status can not be changed directly. If changes are needed, a Save As must be done.

Void: Indicates that the Second Tier Subcontract is no longer needed or was entered incorrectly and approved. Second Tier Subcontracts in this status can no longer be changed.

Button Definitions for the Second Tier Subcontracts Tab

There are four buttons at the bottom of the Second Tier Subcontracts tab. Depending on the status of the Second Tier Subcontract, some or all of them will be active,

New: Clicking this button opens the Maintain Second Tier Subcontracts window and initiates the entry of a new Second Tier Subcontract.

Details: Clicking this button opens the Maintain Second Tier Subcontracts window and displays information about the Second Tier Subcontract selected on the Second Tier Subcontracts tab.

Approve: Clicking this button initiates the Approval process for the selected Second Tier Subcontract. If the Second Tier Subcontract being Approved is a Revision, and the original Second Tier Subcontract has not already been Voided, the Approval process will include Voiding the original.

Void: Clicking this button initiates the Voiding process for the selected Second Tier Subcontract.

History Tab

Below is an example of the History Tab for Subcontract 6 for contract C201932.

Subcontracted Items	Detail	Second Tier	History		
Action		Action Date	Status	Who	
Create		10/29/2008 9:33:00 AM	Pending Approval	Haff, Richard	
<div> <div>Comment:</div> </div>					

Action: Shows what was done to the Subcontract. Actions include Create, Approve, Comment, and Void.

Action Date: The date that the action was set in HiCAMS. This date and time are system generated.

Status: Describes how far along in the approval process the Subcontract is. Possible Statuses are Pending Approval, Approved, and Void.

Who: The display name of the person who took the action.

Comment: Displays the most recent comment made for this Subcontract.

Window Definitions - Maintain Second Tier Subcontracts

To work with the Maintain Second Tier Subcontracts window, start by opening the Review Subcontracts window. Go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens. Enter the Contract Number whose Subcontracts you wish to Review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Once the list of Subcontracts appears, select the one whose Second Tier Subcontracts you wish to see, and either click on the Details button at the bottom of the window, or double click on the selected Subcontract row.

Now click on the Second Tier Tab of the Subcontract to view the Second Tier Subcontracts. Select the Second Tier Subcontract whose data you wish to see, and either click on the Details button at the bottom of the window, or double click on the selected Second Tier Subcontract row.

Below is an example of the Maintain Second Tier Subcontracts window for Subcontract 6 Second Tier Subcontract 1 for contract C201932.

HiCAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Maintain Second Tier Subcontracts (C201932, 6, 1)

Contract: C201932 Description: Highway 70 "B"

Subcontract: 6 Revision: Subcontractor: DANE CONSTRUCTION, INC.

Second Tier Subcontract: 1 Revision: ACE STEEL, INC. Railroad Ins: ☐

Status: Pending Approval Amount: \$51,572.52 Certification: DBE Goals Amount: \$0.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Original Price	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	\$830,000.0000	1.000	\$125,700.0000	\$125,700.00
7		REINF BRG APPR ***** [(137+86.34)]	LS	\$39,000.0000	1.000	\$39,000.0000	\$39,000.00
8		REINF BRG APPR ***** [(138+03.66)]	LS	\$39,000.0000	1.000	\$39,000.0000	\$39,000.00
19		TEMPORARY SHORING	SF	\$58.0000	1,320.000	\$58.0000	\$76,560.00
239		CM&R TEMP ACCESS ***** [(137+95.0	LS	\$20,000.0000	1.000	\$20,000.0000	\$20,000.00

Second Tier Items Detail History

Line Item	Cont Adj	Description	UOM	Include In Goals	Partial	Quantity	Unit Price	Goals Unit Price
249		REINF CONCRETE DECK SLAB	SF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21,926.000	1.4950	.0000
252		BRG APPR SLAB ***** [(137+95.00 -L-L	LS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	1,638.6300	.0000
253		BRG APPR SLAB ***** [(137+95.00 -L-F	LS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	1,638.6300	.0000
254		REINF STEEL (BRIDGE)	LB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	81,335.000	.1350	.0000
255		SPIRAL COL REINF STL BRG	LB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13,825.000	.1350	.0000
258		CONCRETE BARRIER RAIL	LF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,117.320	2.3890	.0000

Comment:

Ready

The Column definitions for the Second Tier Items tab are the same as those for the Subcontracted Items tab with the deletion of the Cert % column and the addition of a column labeled Include in Goals. This checkbox is checked if a Certification type is chosen.

The Column definitions for the Maintain Second Tier Subcontracts Detail tab is the same for the Maintain Subcontracts Detail tab.

The Column definitions for the Maintain Second Tier Subcontracts History tab is the same for the Maintain Subcontracts History tab.

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-733-2210.

Date	Version	Description	Author
December 1999	1.0	Initial version	HiCAMS Team Documentation Specialist
April 2002	2.0	Updated document	Deirdre Warner
20 February 2009	3.0	Added Business information	Marie Novello